

City of Prescott

CDBG Citizens Advisory Committee



November 20, 2024 | 1:30 PM
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **CDBG Citizens Advisory Committee** at their meeting to be held **November 20, 2024**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION & ACTION ITEMS**
 - A. Approval of Minutes from the September 18, 2024 CDBG Citizen Advisory Committee Meeting.
Recommended Action: MOVE to approve the minutes as presented
 - B. Presentation & Discussion Regarding Opening Public Hearing for the Prescott Community Needs Workshop.
Recommended Action: MOVE to open public hearing for Program Year 2025 CDBG Community Needs Workshop
4. **UPDATES**
 - A. Staff Announcements
5. **ADJOURNMENT**

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));
- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (6) Discussion, consultation or consideration for negotiations by the city or its designated

representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));

(7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 11/14/24 at 3:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.



Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: November 20 CDBG Citizens Advisory Committee
DATE: November 20, 2024
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the September 18, 2024 CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is to approve meeting minutes from the September 18, 2024, CDBG Citizens Advisory Committee Meeting. Staff recommends approving the minutes as presented.

BACKGROUND

None

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve the minutes as presented

ATTACHMENTS

1. September 18, 2024 CDBG Minutes

City of Prescott

Citizen Advisory Committee

September 18, 2024 | 1:30pm
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301



MINUTES

1. CALL TO ORDER

Chair Suttles called the meeting to order at 1:30 p.m.

2. ROLL CALL

Chair Mary Ann Suttles
Vice Chair Deborrah Miller
Member Jinger Cutting
Member Janie Evans
Member Jim Howell
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

- A. Approval of the June 19th, 2024, Citizen Advisory Committee Meeting Minutes.
MOTION BY MEMBER MILLER TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (7 - 0).

- B. Presentation, Discussion & Review of the CDBG Consolidated Annual Performance and Evaluation Report (CAPER).

Mr. McInnes presented an update on the CAPER which is currently within a public comment period. No public comment had been received. The CAPER is scheduled for a public hearing at the September 24th, 2024 City Council session. Mr. McInnes also shared with the committee funding balances for Program Year 2023, 2022, and 2021. Two construction projects, with NAZCARE and US VETs, are still in process.

Member Cutting asked for clarification on what is being funded for the US VETs project. Mr. McInnes answered the funding is designated for the purchase of appliances.

Member Savoini asked what happens when money is not spent. Mr. McInnes responded funds would be pulled back into the program and reallocated if possible. Construction projects have three (3) years to spend their grants or they will lose it.

Member Cutting asked about administrative adjustments. Mr. McInnes responded that administrative adjustments were made with the guidance from HUD.

Mr. McInnes shared the completion of the three-year construction project for the Agape House, a family transitional housing facility.

Mr. McInnes gave an update on the CDBG-CV funding and the new subrecipient contract has been signed.

Mr. Howell stated his concern about subrecipients not expending their funding in a timely manner and that HUD might ask for their money back. Mr. McInnes responded pressure can be put on public service activities to spend their money fully within the program year. A consequence of a subrecipient not spending their allocated amount could negatively affect future grant requests by that specific organization.

C. Presentation & Discussion Regarding the Upcoming CDBG 5-Year Consolidated Plan for 2025-2029.

Mr. McInnes present background information about the CDBG 5-Year Consolidated Plan (Con Plan). Next Con Plan starts July 1st, 2025. The Annual Action Plan (AAP) for PY 25 will be submitted at the same time as the Con Plan.

Successful Con Plans effectively:

- Include Citizen Participation
- Utilize Consultation
- Collect Community Information and Data
- Identify Priorities
- Provide an Implementable Strategy

- The Citizen Advisory Committee (CAC) is a major part of our Citizen Participation Plan. How?
 - Public Meetings and Hearings (at least 3)
 - Community Needs Workshops
- Public Engagement
 - Web-based surveys
 - Public announcements through Daily Courier, social media and radio
 - Stakeholder meetings (CIP)
 - City website
 - Open houses
- Consultation
 - A Housing Needs Assessment needs to be referenced within the Con Plan
 - The City of Prescott is in the process of hiring a consultant to complete a comprehensive Housing Needs Assessment.
 - Last Housing Needs Assessment was completed in 2017
 - HUD guidance, ADOH, and other regional partners

- Data Collection and Reporting
 - Housing Needs Assessment
 - CENSUS data
 - HUD resources (CPD Maps)
 - Survey data
- Priorities derive from citizen participation, consulting third-party specialists and partners, and data collection... all providing a “market analysis” of Prescott’s LMI needs

Chair Suttles stated the importance of community outreach in developing the Con Plan.

Member Miller stated reaching out to rotary clubs.

Member Cutting asked about the CIP (Continuum of Care). Mr. McInnes stated he would reach out CIP and set up a meeting to present on CDBG.

Mr. McInnes stated that a Housing Needs Assessment will be completed by March 2025.

Mr. McInnes explained Section 108 loans and how that could be utilized. Workforce housing could be a focus of the Con Plan.

Member Savoini stated sharing previous Con Plans with committee.

4. STAFF UPDATES

Mr. McInnes gave an update on the Minor Home Repair Program and a recent completed project.

Member Miller submitted resignation.

Member Evans accepted Vice Chair position.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:23 p.m.

ATTEST:

Mary Ann Suttles, Chair

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: November 20 CDBG Citizens Advisory Committee
DATE: November 20, 2024
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding Opening Public Hearing for the Prescott Community Needs Workshop.

ITEM SUMMARY

The City of Prescott invites the public and local organizations to attend our Program Year 2025 CDBG Needs Assessment Workshop. This workshop provides an opportunity for nonprofit, public, and private sector partners to help shape Prescott's CDBG funding priorities.

BACKGROUND

The Community Development Block Grant (CDBG) program, funded through the U.S. Department of Housing and Urban Development (HUD), provides annual grants to support community development activities that benefit low- and moderate-income Prescott residents. The City is currently preparing both its 5-Year Consolidated Plan (2025-2029) and the Program Year 2025 Annual Action Plan. The Consolidated Plan serves as the City's strategic plan for utilizing CDBG funds and must be updated every five years.

As part of this planning process, the City must conduct at least one public needs assessment workshop to gather community input on local priorities and needs. This workshop is particularly important as it will help shape not only the upcoming year's funding priorities but also the City's long-term community development strategy for the next five years.

Input received will inform both plans by identifying community needs and gaps in services that could be addressed through CDBG funding. Topics typically discussed include affordable housing, public services, infrastructure improvements, economic development, and other eligible CDBG activities.

Public participation is essential to ensure CDBG funds are directed toward the community's most pressing needs over both the short and long term.

FINANCIAL IMPACT

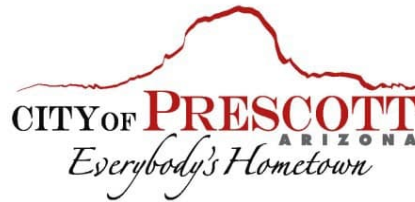
No financial impact

RECOMMENDED ACTION

MOVE to open public hearing for Program Year 2025 CDBG Community Needs Workshop

ATTACHMENTS

1. 2025 Community Needs Workshop Flyer
2. CDBG Needs Workshop Speaker Schedule



Program Year 2025 Community Development Block Grant (CDBG) Needs Assessment Workshop

Wednesday, November 20th, 2024, Time: 1:30pm to 3:00pm

**Location:
City Council Chambers
201 N. Montezuma St.
Prescott, AZ 86301**

The City of Prescott invites local organizations to attend our Program Year 2025 CDBG Needs Assessment Workshop. This workshop provides an opportunity for nonprofit, public, and private sector partners to help shape Prescott's CDBG funding priorities.

During the workshop, City staff will:

- Give an overview of eligible activities and national objectives.
- Facilitate an open dialogue to identify current community needs and priorities.
- Provide guidance on developing competitive applications.
- Answer questions about the funding process and requirements.

**Please RSVP to: Michael McInnes – CDBG Coordinator
928.777.1205 or michael.mcinnnes@prescott-az.gov**

Project examples benefitting low- and moderate-income (LMI) persons living in Prescott: Infrastructure (neighborhood) improvements, accessibility improvements, support for homeless and highly mobile, support for veterans, seniors and youth, mental health counseling, substance abuse counseling, affordable housing projects and more.

To learn more visit the CDBG Web Page: <http://www.prescott-az.gov/business-development/community-grants/community-development-block-grants/>



CDBG Program Year 2025 Community Needs Workshop November 20th, 2024 1:30pm

The CDBG Committee will hear presentations from city departments and community organizations regarding needs and gaps in services within our community. Each presenting organization will have 5 minutes to outline their identified community needs, current services, and potential areas for expanded programming. Committee members will have the opportunity to ask questions following each presentation. Organizations are encouraged to provide specific examples and data supporting identified needs. Presentations will be organized by service category to facilitate comprehensive discussion of related community needs.

Municipal Services

1. Public Works
2. Community Development/Housing
3. Parks and Recreation

Housing & Shelter Services

4. Minor Home Repair Program
5. Workforce Housing
6. Local Emergency Shelter(s), Transitional Housing Programs

Basic Needs & Senior Services

7. Meals on Wheels and Food Bank Organizations
8. Senior Center Programs
9. Transportation Assistance Services

Other Public and Health Services

10. Public Healthcare Programs and Services
11. Mental Health Service Providers
12. Youth Programs
13. Job Training/Employment Services

Organizations and community members who were not included in the scheduled presentations but wish to provide input regarding community needs are encouraged to complete a public comment card. Please submit completed cards to the City Staff meeting liaison. These written comments will be included in the needs assessment documentation and considered during the development of both the Annual Action Plan and 5-Year Consolidated Plan (2025-2029).



TO: MAYOR AND CITY COUNCIL
AGENDA: November 20 CDBG Citizens Advisory Committee
DATE: November 20, 2024
DEPT: City Clerk
ITEM #: 4.A
SUBJECT: Staff Announcements

ITEM SUMMARY

Staff will provide updates to the Committee.

BACKGROUND

None

FINANCIAL IMPACT

None

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

None